

ADMINISTRATIVE - INTERNAL USE ONLY

FBIS-1718/35

20 OCT 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Chief Nurse, OIS

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Request for Advance of 160 Hours of Sick Leave -

1. Paragraph 3 of this memorandum requests your approval of 160 hours of advanced sick leave for

2. has to her credit 4 hours sick leave and 27 hours annual leave through the pay period ending 12 October 1985. She will be incapacitated from 31 October 1985 to 29 November 1985. A physician's statement is attached.

3. I recommend request be approved.

Attachment:
Physician's Statement

CONCUR:

Chief Nurse, OIS

Date

APPROVED:

Director of Personnel

Date

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STAT

DDS&T/FBIS/Per: (24OCT85)

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